

State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706

Supplementary Examination Announcement

OFFICE ADMINISTRATIVE SPECIALIST - 29990

Monthly Salary Range: \$3371 - \$4826

Option 4 - Computer Systems

Select options of your choice.

General duties: An Office Administrative Specialist performs complex, specialized paraprofessional or technical functions in support of an agency program/operation while serving as a designated lead worker to other office support staff; coordinates administrative office support tasks requiring substantial knowledge of the agency program / operation; or, serves as a microcomputer applications technical coordinator, providing guidance, assistance and training to office staff in the use of complex, multi-program applications and systems.

Desirable training and experience: Completion of two years of secretarial business college and two years of office experience, or completion of high school and four years of office experience; or four years of independent business experience; or equivalent training and experience.

Knowledges tested: Office Automation & Technology; Word Processing; Records Management; Lead Worker Procedures.

(Continued on reverse side)

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY FOR BOTH LOCATIONS: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

Salary 4-1-16(RC-028-12B), Counties Updated 11-15-13, Placed On Group A 11-18-13

Tests and Weights: Automated multiple-choice test 100%. The final examination grade will be based on the results of the automated multiple-choice test.

****NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Length of eligibility: One year.

Counties in which Option 4 positions are established: Alexander, Brown, Christian, Clinton, Cook, Crawford, Fayette, Franklin, Fulton, Henry, Jackson, Jefferson, Johnson, Kane, Knox, LaSalle, Lawrence, Lee, Livingston, Logan, Macon, Montgomery, Morgan, Perry, Randolph, Rock Island, St. Clair, Sangamon, Vermilion, Will

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.